

John L. Showman III

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Federal Employee: Career Status
Highest Federal Grade: GS-0343-15/10 – Present

WORK EXPERIENCE:

US Environmental Protection Agency
1200 Pennsylvania Avenue, NW (3102A)
OARM/Office of Policy and Resources Management
Washington, DC 20460

Acting Director, Office of Policy and Resources Management 7/2010 – Present

The Office of Policy and Resources Management acts as the staff office of the Assistant Administrator for the Office of Administration and Resources Management (OARM) and provides office-wide leadership, policy direction, guidance, and technical assistance to the six OARM offices regarding budget, human capital planning and management, information technology, communications, and management integrity. OARM has a budget totaling over \$640 million and over 1,200 employees and includes the functional responsibilities and management of contracts, grants/interagency agreements, human resources, facilities, security, and employee health and safety programs.

As Acting Director, I coordinate the internal and external activities of the Office and monitor and assess the actions involved in organizing OARM programs to achieve the policy objectives set forth by the Assistant Administrator. I am responsible for ensuring effective resource and policy management across OARM. I direct the development and implementation of strategic approaches for major programs, as well as improvements to the productivity and efficiency of OARM operations. I provide executive policy and management for OARM in budget and strategic development and financial management; and human resources and organizational development. As OARM's *Acting Senior Information Official*, I oversee all Information Technology activities and resources for OARM, including IT policy and security. I represent OARM on various senior level councils, boards, and committees (Working Capital Fund Board; Quality Investment Council, Quality Technology Subcommittee, Administrative Systems Customer Advisory Group).

Key Accomplishments include:

- Leadership role for Agency and OARM in updating EPA's Contingency Plan and the overall planning for a potential shutdown of government operations;
- Developing and implementing the Administrator's "One EPA. One Great Place to Work" campaign;
- Managing the development of OARM's first Annual Guidance Document;
- Leading cross-agency group focused on "Strengthening EPA's Workforce and Capabilities";
- Leading reorganization effort to establish staff office focused on diversity, outreach and

collaboration efforts for the Agency

(Supervisors' Name: Craig Hooks/Nanci Gelb Phone: (b) (6))

Deputy Director, Office of Policy and Resources Management 10/2002 - 7/2010

As the Deputy Director and Associate Senior Resource Official (SRO), functions as a full alter ego to the Director and is responsible for providing assistance in all phases of the work of the organization. As Associate Senior Resource Official, exercises direction over the development and execution of OARM's budget. Direct the conceptualization, development and implementation of strategic approaches for human capital management, information technology, and major cross-cutting Agency initiatives for OARM. Leads the development of routine and special analyses, critical reviews, evaluations of major resource and cross-cutting programmatic issues to ensure OARM is operating in the most efficient manner. Direct special projects, task forces and ad hoc committees working on Agency-wide programs; coordinate within OARM, EPA, and other federal agencies regarding E-Government and President's Management Agenda initiatives. Exercise supervisory personnel management responsibilities over staff which includes recruitment, hiring; making work assignments and determining responsibilities and priorities, evaluating employee performance, recommending appropriate incentives, and initiating corrective actions. (Note: Served as Acting Director 3/2004 – 7/2005; and 5/2006 – 12/2006) (Supervisor's Name: Sherry Kaschak – retired in July 2010)

Key Accomplishments include:

- Led Agency-wide review and consolidation of all human resources transactional functions in three shared service centers resulting in overall cost savings and operational efficiencies;
- Established exceptional partnership relationship with regional and headquarters offices;
- Designed and led OARM participation in expanded management integrity process incorporating requirements of OMB Circular A-123;
- Managing agency efforts associated with the President's Management Reform Agenda.

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OARM, Office of Administration
Washington, DC 20460

Acting Director, Resources Management Staff

11/2001 - 10/2002

Supervised and directed an organization responsible for managing the Agency's complex Support and Buildings and Facilities Accounts with an annual budget of \$300 million, which included \$218 million for rent and direct leases (FY 2002). Provided all budget, administrative, contract management, management integrity, and information technology services to the office and its three divisions, and ran OA's quality assurance program, with a staff of eleven. Developed and provided advice and analyses for the Director on appropriate broad policy direction for OA, interrelationships among program policies, and the overall effectiveness of resource, procurement, audit and FMFIA policies. Responsible for operating the Postage Activity Business Office and represented the Office at Working Capital Fund Board meetings. Provide leadership and direction for OA's activities in human resources management, including workforce planning, oversight and evaluation of personnel. Managed the development of analyses and reviews to ensure that OA's use of information resources conformed to Agency standards and requirements.

(Supervisors' Name: Nelson Hallman and Sherry Kaschak)

US Environmental Protection Agency
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OARM, Office of Grants and Debarment
Washington, DC 20460

Program Management Director/Special Assistant

06/1998 - 11/2001

Provide advice and assistance to the Office Director on budget development and resource related questions and issues. Managed the oversight of planning, budgeting, resource management, personnel issues, and all other administrative functions for the Office. Served as principal staff advisor to the Director in matters relating to operation and evaluation of functions. Conducted in-depth assessments and made recommendations on alternative approaches to resolve problems. Prepared briefing documents and materials for the Director in making presentations to high level Agency management. Represented the Agency on an interagency/educational institutional workgroup to streamline and standardize administrative management of federal research assistance. Chaired and participated in meetings, conferences, ad hoc task forces/workgroups on issues relating to grants management and administration, budget and planning.
(Supervisors' Name: Beth Craig and Howard F. Corcoran)

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OARM, Grants Administration Division
Washington, DC 20460

Program Analyst/Special Assistant

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Served as Special Assistant to the Director, Grants Administration Division; collaborating with the Director in developing Division plans and objectives relating to continuing improvement and operational effectiveness of grants administration. Analyzed and formulated Division's budget justification, performance measures and operating plans. Served as liaison with program offices, Office of Inspector General, and the Las Vegas Financial Management Center to discuss and resolve operational problems and

issues related to grants management. Coordinated monthly meetings of the Grants Customer Relations Council and served as the Audit Follow-up Coordinator for Office. (**Supervisor's Name: Gary Katz**)

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OARM, Grants Administration Division/Grants Operations Branch
Washington, DC 20460

Associate Award Official/Grants Specialist

01/1984 - 11/1996

From January 1984 - November 1996, served in various positions in the Grants Operations Branches. Major duties performed include: Serving as an **Associate Award Official** for assistance management awards. Reviewed grant documents to ensure legal, administrative and financial requirements were met and had final authority to obligate Federal funds on behalf of the Agency. Developed national guidelines for new assistance programs and established administrative assistance requirements for EPA program offices and recipient organizations. As part of an Agency team, helped establish the National Environmental Education Grant Program and the National Service for the Environment (AMERICorp) Grant Program. Served as an **Acting Supervisory Grants Specialist**, supervising a staff of eight (8); directing the overall day-to-day operations of the Section and assigning work based on priorities. Conducted special studies to determine effectiveness and timeliness of specific segments of assistance programs. Studies covered such areas as assessing effectiveness of the grants process; streamlining operations procedures; and analysis of staffing patterns and needs. (**Supervisors' Name: Mildred Lee and Scott McMoran**)

EDUCATION:

Virginia Tech

Finance

Bachelor of Science / Major:

Blacksburg, VA 24061

Graduated: 1983

SELECTED JOB-RELATED TRAINING COURSES:

Office of Personnel Management (OPM)

"Building a High Performance Organization"

"Government Performance Results"

"Management Assessment Program"

"Organizational Transformation in the Public Sector"

EPA

Civil Rights Training for Managers

Telework Training for Managers

Internal Controls and Management Integrity

Personally Identifiable Information

No FEAR Act Training Module

Grants Manager's Training

Annual Ethics Training

EPA Acquisition System (EAS) Getting Started

Other

FEMA's Continuity of Operations (COOP) Awareness Course

"Performance Measures: Financial and Program Evaluation" – Management Concepts Inc.

AWARDS/HONORS:

A sample of my awards and honors include:

EPA Silver Medal - *Development of National Environmental Education Grant Program*

EPA Bronze Medals - *OARM Infrastructure Review, Relocating Employees to Ronald Reagan Building,
Developing National Service for the Environment Program, Grants Management Improvements
Workgroup*

Quality Step Increases for Superior Performance

"Q" Performance Award (Quality Accomplishment Recognition Award) --- FY08 - FY10

"S" Performance Award (Superior Accomplishment Recognition Award) --- FY03 - FY07, FY11

REFERENCES:

Maryann Froehlich, Deputy Chief Financial Officer
Washington, DC (b) (6)

Howard Corcoran, Director, Office of Grants and Debarment
Washington, DC (b) (6)

Judith Wong, Assistant Regional Administrator, Region 8
Denver, CO (b) (6)